

United States Department of Agriculture



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

March 9, 2006

WEST VIRGINIA BULLETIN NO: WV330-6-7

SUBJECT: MGT – Performance Results System (PRS) annual updates

Purpose: To inform employees of the need to complete annual updates in PRS with FY 2006 information.

Expiration Date: September 30, 2006

Action Required By: May 1, 2006

Each year, we are required to update membership information for Resource Conservation and Development Councils, Conservation District Boards and State Technical Committee. I am requesting the RC&D Coordinators and District Conservationists to enter the required update information in the PRS system by May 1, 2006. Information for the State Technical Committee will be completed by the State Office.

Also, required is the PRS entry of the value of any financial assistance and the value of donated equipment provided by cities, counties, state and private individuals or organizations. This information should be entered as soon after the money or donation is received as possible.

Your prompt action on these two items is appreciated.

If you have any questions, please contact Bill O'Donnell, ASTC-Operations at 304-284-7543.

/s/ William P. O'Donnell, Acting for

RONALD L. HILLIARD
State Conservationist

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RC&D